

Attachment 2

**Performance Work Statement
Quality Assurance Surveillance Plan**

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Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/ Disincentives
Management and Communications: During the performance of the Task Orders, the contractor shall immediately inform the cognizant EPA Task Order Project Officer (TOPO) of any issue that may potentially impact project schedules and/or cost, and provide options for EPA's consideration relative to resolving or mitigating the schedule and/or cost impact.	Any issue that impacts task order schedules and/or costs shall be brought to the TOPO within 3-days of occurrence, including proposed options for resolving or mitigating the schedule and/or cost impact.	EPA CO or TOPO will allocate the time needed to discuss and address all issues identified by the Contractor. The EPA CO and TOPO will document and maintain a complete record of the issues and outcome. The EPA CO and TOPO will review progress for indicators of communications problems and will bring issues to the Contractor's immediate attention.	Any issues that ultimately impact project schedules and/or costs that are not brought to the attention of the appropriate EPA TOPO within 3-days of occurrence will be considered an "incident". Two or more incidents occurring during a 12-month period will be reported as unsatisfactory performance in the Contractor Performance Assessment Reporting System (CPARS).
Timeliness: The Contractor shall provide services and submit deliverables in accordance with approved task order schedules.	Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA CO action, a deliverable that is received past the due date will be considered unsatisfactory performance	EPA will closely monitor task milestones and deliverable schedules and shall notify the Contractor when it becomes apparent that an established schedule will not be met. EPA will review any special reporting requirements to compare actual delivery dates against those approved by the CO.	Overall, an annual on-time performance standard of at least 90% (considering all required deliverables under all task orders during the year in question) will be considered acceptable. A performance level of Less than 90% will be unsatisfactory. Unsatisfactory performance will be reported in the Contractor Performance Assessment Reporting System (CPARS).

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<p>Cost Management and Control:</p> <p>Under time-and-materials task orders, the contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report Labor hours, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>Under time-and-materials task orders, The Contractor shall provide timely notice to the government (as required by the clause at FAR 52.232-7 regarding hourly rate payments and costs accrued including where appropriate, a revised estimate of the total price to the government for the Contractor's performance of the task order requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The EPA Project Officer will routinely meet with the Contractor's Project Manager to discuss the work progress and individual task order expenditures.</p> <p>The EPA TOPO shall review the Contractor's monthly progress reports for verification of expenditures, and technical progress before authorizing invoice payments, and provide feedback to the CO on payment.</p> <p>The EPA TOPO will maintain regular contact with the Contractor's task order managers to discuss task order progress and expenditures.</p>	<p>Under time-and-materials task orders, an overrun of the total task order ceiling price that is the direct result of the Contractor's failure to manage and control costs will result in an unsatisfactory rating being reported to the Contractor Performance Assessment Reporting System (CPARS).</p>

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<p>Technical Analysis:</p> <p>The analyses conducted by the Contractor shall be factual and defensible and based on sound science. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with Agency requirements, the Contractor's Quality Management and Quality Assurance Plans, and any additional requirements outlined in individual task orders. Any work requiring Contractor-provided options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and considerations.</p>	<p>All analysis conducted for EPA by the Contractor must be factual, and based on sound science.</p>	<p>EPA will review all analyses conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science. If after reviewing the Contractor's analysis, EPA determines that the content is not factual, defensible, or based on sound science, the Contractor's performance will be reported as unsatisfactory in the Contractor Performance Assessment Reporting System (CPARS).</p>